

## Applying for Daycare Benefits for Foster Children in Wisconsin

Three options exist for applying for benefits: call, go to the Cogg's Center on 12<sup>th</sup> and Vliet, or apply online. If you call, be prepared to wait. If you go down to the Cogg's Center, you are given the same application that is available online. You will have to wait for an available computer but will have the benefit of having someone there to answer your questions if you have any. If you complete the application online properly at home, you can save yourself a lot of time! You will also be able to make changes much more easily. The key is to complete it properly. As a foster parent, if you do not answer a question correctly, your application could be denied. The steps below show you how to apply and indicate that the child you are applying for is a **foster child**.

After you complete your application, you will be contacted for an appointment to review your application. There is certain information you will need to complete the application process and additional information you will need for the review. After your review, daycare hours must be established, which will indicate how long the child is authorized to be in daycare each week. At the end of your review, be sure to ask how you can go about getting your hours established and then follow the directions.

What you will need for applying online: the child's social security number, date of birth, full name, and birth parent information, if available. You will also need social security numbers of anyone living in your house, their employment information and their income amounts (this is only used for number of hours the child is authorized, not to determine if you are eligible based on income for this service).

What you will need for your review appointment: Proof of employment (pay stubs and possibly last year's taxes, if self-employed), your employer's FIEN, proof of your address (utility bill), your ID (driver's license, state ID), placement letter stating the child is in your care, and the daycare's provider number.

## To Apply for Benefits Online and Properly Mark the Child as a Foster Child

1. Go to <https://access.wisconsin.gov/>.
2. Click **Apply for Benefits**



3. Make the applicable selection (in most cases “Start a new application”) and click Next.



4. Create your account. As a foster parent, you enter YOUR name, create a password, enter secret questions and then click the check box in the User Acceptance Agreement section. Then click Create Account.
5. The Apply for Benefits Overview page displays. It will tell you that you need a lot of things for this process. Many of these do not apply for foster parents. Scroll to the bottom and click Next.

6. Select I am using Access to Apply on my own. Click Next.

**Using ACCESS**

Before you get started, we'd like to know more about how you're using ACCESS.

☒ I am using ACCESS to apply on my own.

☐ I am using ACCESS to apply for another person.

☐ I am using ACCESS at a community agency.

[Back](#) [Save & Exit](#) [Next](#)

7. You are asked what benefits you would like to apply for. Scroll down to the bottom. Select Child Care and click Next.

☐ February ☐ March ☐ April

☒ **Child Care.** This program provides help with paying for child care for children under 13 years old (up to 19 if special needs).

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8. A message appears stating that if you want to apply for FoodShare as well, to do it at the same time. FoodShare is based on income, while child care is not. Scroll to the bottom and click Next.

**Attention:**

⚠ You've told us that you'd like to apply for Child Care but not for Health Care and/or FoodShare. Keep in mind that if you apply for Child Care and Health Care and/or FoodShare at the same time, it will just take a few more minutes to answer the extra questions we need for Health Care and/or FoodShare. If you don't want to apply for Health Care and/or FoodShare now -- or if you are already getting Health Care and/or FoodShare -- just click the Next button to keep going.

9. Click Next.

**More About Benefits**

We're almost ready to start! There are just a few more things you should know.

- ✓ The more complete your application is when you submit it, the less information a worker will have to ask you about later.
- ✓ You have the right to submit your application at any time. To do so, you'll need to give at least your name, address and signature. However, this will only set your [filing date](#) and all of the other information in this application must be provided before we can make a decision.
- ✓ By law, you will get an answer about your application within 30 days of the date you sign and submit your application using this website. If you submit your application after 4:30 p.m. or on a weekend or holiday, it will be 30 days from the next business day.
- ✓ Parents who get health care benefits may be asked to cooperate with the Child Support Agency. But, there are some cases in which you do not have to cooperate with Child Support Agency. [Click here](#) to read more about this. In order to get help paying for child care, parents will be asked to cooperate with the Child Support Agency.

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- Fill out all the information requested about **you**. Use your address, your phone number, etc. Do not fill this part out for the child. Scroll down and fill in all sections. When everything has been entered, click Next.

**Getting Started**

Let's get started on the application! First, please give us some basic information about **you**.

**Information About You**

\* First Name :  Middle Initial :  \* Last Name :

Gender : ☐ Male ☒ Female

Date of Birth :  Ex: mm/dd/yyyy


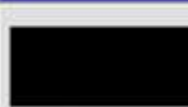

- You will receive a summary of the information you entered. Review. Scroll down and click Next.

**Basic Information Summary**

Here is a summary of what you've told us, please review your answers.


If a section below has a check mark, you have given all of the information we have asked for. If you want to change your answers or finish a section that doesn't have a check mark, click on "Change".

**Review Your Answers: Basic Information Summary**

Who	Address	County / Tribal Lands	Language	Contact Method	Complete?	Change
 Foster Parent 1		Milwaukee	English			<a href="#">Change</a>

- You receive the same message about FoodShare. Ignore if you are not applying for these benefits. Scroll down and click Next again.

**Attention:**

 You've told us that you'd like to apply for Child Care but not for Health Care and/or FoodShare. Keep in mind that if you apply for Child Care and Health Care and/or FoodShare at the same time, it will just take a few more minutes to answer the extra questions we need for Health Care and/or FoodShare. If you don't want to apply for Health Care and/or FoodShare now -- or if you are already getting Health Care and/or FoodShare -- just click the Next button to keep going.


- You are asked additional information about yourself. Enter all information you have. Leaving any fields blank may cause delays, even if they are optional fields. Scroll down, answer all fields. ***Important!!*** In the "How Many People Living with You" section, count all of your family members **including foster children**. If you do not

include them, you will not be able to enter their information. Once all sections are completed, click Next.

The screenshot shows two sections of a form. The top section, titled 'People In Your Home', contains the text 'You have already told us about the following person :', a person icon, 'Foster Parent 1', and 'Please provide more information about Foster Parent 1'. The bottom section, titled 'People Living With You', contains the question '\* How many people are living with you?' followed by a red instruction: 'Count yourself, spouse, anyone living with you, and foster child(ren)'. A red arrow points from this instruction to a text input box containing the number '3'. Below the question, there is explanatory text: 'Please count only people who are related to you or share food with you. (Don't forget to count yourself! ) If you're not sure, [click here](#) to read more about what we're asking for.' and a note for homeless individuals: 'If you are homeless, tell us the number of people living with you that are related to you.'

14. If you do not enter an optional piece of information that the system deems important, you may receive a warning asking for the information. If you have the information, enter it. If you do not, you may leave it blank. Scroll to the bottom and click Next.

**Attention:**

 You have not given us this person's Social Security Number (SSN). If you give us a SSN right now, it will help us process your application more quickly.

You are not required to give this person's SSN as part of your online application, but in most cases, we will not be able to process your application until we have a SSN (or proof of application for one) for each person who is asking for benefits.

Keep in mind that ACCESS is a secure website run by the Wisconsin Department of Health Services. By law, we must keep your information private and secure.

If this person does not have a SSN or you are not able to provide it right now, click the Next button again to keep going.


15. You are now asked to input information about the next person in your home. If you have a spouse/partner or another person living in the house, enter their information.



Otherwise, enter the foster child's information.

**People In Your Home**

You have already told us about the following person :



**Foster Parent 1**

Please tell us about the next person in your home.

**Personal Information**

If this person has the same first name as someone else in your home, [click here](#).

\* First Name :  Middle Initial :  \* Last Name :

\* Gender : ☐ Male ☐ Female

\* Date of Birth :  Ex: mm/dd/yyyy

16. Once again, if you do not enter an optional piece of information that the system deems important, you may receive a warning asking for the information. If you have the information, enter it. If you do not, you may leave it blank. Scroll to the bottom and click Next.

**Attention:**

 You have not given us this person's Social Security Number (SSN). If you give us a SSN right now, it will help us process your application more quickly.

You are not required to give this person's SSN as part of your online application, but in most cases, we will not be able to process your application until we have a SSN (or proof of application for one) for each person who is asking for benefits.

Keep in mind that ACCESS is a secure website run by the Wisconsin Department of Health Services. By law, we must keep your information private and secure.

If this person does not have a SSN or you are not able to provide it right now, click the Next button again to keep going.

17. Continue steps 16-17 until all members of your house are listed, **including foster children.**
18. After all individuals are entered, you need to select each person's relationship to each other. Click the drop-down arrow in each box and make a selection. For the relationship between you (and your spouse/partner/significant other) and the foster children, select "is not related to", unless you are a relative applying. Once all

relationships are entered, click Next.

The screenshot shows a web form titled "How You Are Related" with the instruction "Please tell us how the people in your home are related to each other." The form contains three main sections: "Foster Parent 2's Relationship to Foster Parent 1", "Foster Parent 2's Relationship to Foster Parent 1", and "Foster Parent 2's Relationship to Foster Parent 1". Each section has a male icon labeled "Foster Parent 2" and a female icon labeled "Foster Parent 1". A dropdown menu is open for the first section, showing a list of relationship options: "< click here to choose >", "is the brother of", "is the brother-in-law of", "is the father of", "is the father-in-law of", "is the first cousin of", "is the grandfather of", "is the grandson of", "is the great grand-father of", "is the great-grandson of", "is the half-brother of", "is the husband of", "is the nephew of", "is not related to", "is the son of", "is the son-in-law of", "is the stepbrother of", "is the stepfather of", "is the stepson of", "is the uncle of", and "is related in another way to". At the bottom of the form are three buttons: "Back", "Save & Exit", and "Next" with a green arrow icon.

19. Depending on the number of people in the household, you may be asked for additional relationship information. Remember, if you are not related to the foster child, select "is not related to". Once all relationships are entered, click Next.
20. You are asked if any of the individuals in the home are acting in place of a parent, which is you as the foster parent. Check yourself and your spouse/partner/significant

other, if applicable.

**More About Children**

Next, we need to know a little bit more about the children in your home.

**\*Acting in place of a Parent**

Please check the box for anyone who is a Kinship Care parent, Foster Care parent, Subsidized Guardian or acting as a parent for **Foster Child**.

☐ No one

☐  Foster Parent 1

☐  Foster Parent 2

[Back](#) [Save & Exit](#) [Next](#)

21. Additional lines appear. **This is the key step!!** Click the drop-down arrow to select the relationship. Choose **“is the Foster Care Parent”**. Select it for the spouse/partner/significant other as well, if applicable. Click Next.


**More About Children**


Next, we need to know a little bit more about the children in your home.

**\*Acting in place of a Parent**

Please check the box for anyone who is a Kinship Care parent, Foster Care parent, Subsidized Guardian or acting as a parent for **Foster Child**.

☐ No one

☒  Foster Parent 1

☒  Foster Parent 2

Please chose the word that describes Foster Parent 1's relationship with Foster Child.

Please chose the word that describes Foster Parent 2's relationship with Foster Child.

is the Foster Care parent

< click here to choose >

is the Foster Care parent

is the Kinship Care parent

is the Subsidized Guardian

is acting as a parent

[Back](#) [Save & Exit](#) [Next](#)

22. You have now completed the necessary tasks to have the child successfully marked as a foster child. You will now be asked to enter information about the biological family. Enter what you know. You will also be asked to enter your employment information. Answer all questions accurately as they will ask for supporting documentation in your review meeting. There are no income restrictions for foster parents.



The remaining questions are fairly straight forward (who is your employer, how much do you make, etc.). Also, you are given many review pages throughout the process. Review your work and edit, if needed. At the end, you will be asked to file your application and submit it to the agency. It is recommended that you print your application for your own records as well. You will then receive a phone call to set up an interview. You will need copies of documents listed at the beginning of this document.

When you are finished, click Logout. You can return to Access at any time to view your application. Simply return to the website, click Login, enter your username and password, and your applications will appear.



**Note:** At any time throughout this process, you may click the “Save and Exit” button to save your work and return at another time to complete it. You will get a message asking if you really want to leave. Select “Save this Application” and then click Next. Your application will be saved and you can access it when you login later. Simply return to the website, click Login, enter your username and password, and then your application will appear. Click the Continue button to proceed.

